MEETING SUMMARY AND ACTION ITEMS

Meeting/Project Name:	

Date of Meeting: (MM/DD/YYYY)		**Time Start:** **Time End:**	
Call-In Number and Access Code:	(877) 820-7831 | 142517	**Location: (Building & Room Number)**	

1. State Meeting SMART Goal: Specific, **M**easurable, **A**chievable, **R**elevant and **T**ime-Bound
Ex. List the most important goal for today's meeting/project

2. Attendees	
Member and State Agency Rep Name (guests and public members are not listed)	**Attendance Status - In-Person, Phone, or Absent**
Ensure you have the most current subcommittee roster. Refer to the roster at every meeting to take roll call.	
	Absent
	In-Person
	Phone

3. Meeting Agenda - Describe Decisions, Issues, and Motions
Topic (Info can include handout info referenced and speakers**)**

4. Action Items

Action	Responsible Person	Priority and Due Date

Notes

5. Next Meeting & Potential Agenda Items

Date: (MM/DD/YYYY)		Time:		Location:	
Potential Agenda Items:					